

14 SEP 1977

MEMORANDUM FOR THE RECORD

STATINTL

FROM: [REDACTED]

Secretary

SUBJECT: Minutes of the 8 September 1977 OTR Staff Meeting

1. The 8 September 1977 OTR Staff Meeting convened at 1400 and adjourned at 1555.
2. The DTR discussed the FY 1978 Objectives. He stated that he and Chief, PPG, will discuss OTR-level Objectives with each Unit Chief. He stated his intention that the Objectives not result in simply busy work but rather that they be realistic.
3. The DTR referred to the Federal Women's Program. He noted that [REDACTED] is a member of the group. He outlined the schedule for a 15 September program in the auditorium and enjoined each Unit Chief to encourage the ladies in the Units to attend the session.
4. The DTR discussed the Personnel Management Survey and the FUST program. Chief, PB/TR, pointed that this is an EEO-oriented program and the DDA EEO Officer will come to OTR to discuss it on 12 September. There will be two sessions and the Units are to divide their personnel GS-12 and below into two groups so that all may attend one of the sessions. The DTR noted that we must participate in this program so all personnel must attend. Chief, PB/TR, stated that lists of eligible personnel will be provided to each Unit Chief.
5. The DTR referred to a memorandum concerning funding requirements for FY 1978. Chief, PRS, noted that the Trend Reports are in for August and stated that if Units have a real need for FY 1977 funds, they should inform him immediately.

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6. The DTR distributed copies of a paper on DDA responses to the Agency Employee Survey. He noted that OTR has now formed an internal MAG and that [REDACTED] and the ADMAG would be talking with the ADDCI that evening. He asked the Unit Chiefs to study the paper and provide all assistance required in solving the problems noted.

7. The DTR stated that the Director had been invited to speak at the Air War College. The DCI had declined on principle, restating his belief that students should be active in such institutions, not simply passive listeners. The DTR stated that the DCI may look at some of our courses in this light--he has already said that he wanted to become more involved in training. Chief, II, noted that the students are already becoming more involved in seminars, projects, and the like in the Midcareer Course and the Senior Seminar. Chief, FTD, noted that he is planning to institute student accountability in the IPC by recording whether a student completed the courses satisfactorily or unsatisfactorily. The DTR stated that we must put more activity and accountability into our courses. The members discussed ways of tackling this problem. The DTR stressed the seriousness of the problem and asked each member to look at each of his courses and consider ways to obtain student accountability.

8. The DDOT gave the background for the expanded Chiefs of Station Course. He noted that the DDO wants COSs to go out with a broader knowledge of the Intelligence Community and the world today. The DDOT has designed a new 15-20 day course in four blocks. He gave a synopsis of the new course.

9. Chief, PPG, briefly discussed planning for the OTR Conference. The contributions received from the members fall into five categories. PRS will have a proposed agenda ready for distribution by 16 September. The members briefly noted the recurring problem of LLC employees attending the Conference.

10. Chief, PB/TR, distributed copies of the OTR personnel report for the week. He also briefly referred to the DDA Notice on Letters of Instruction. He noted the

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suggestion that a copy of an individual's current LOI be attached to his or her Fitness Report; this would go as far as the soft file only.

11. Chief, II, briefly discussed the new orientation course for DDO employees. This course had been proposed by the DDO/STO for relatively new GS-06 to GS-09 employees. Chief, II, stated that it would be a course somewhere in between the Orientation for New Employees Course and the Introductory Operations Course. As proposed, it would run for five days and be for both Headquarters and field personnel.

12. The EA/TR noted that the OTR Pending Actions list was in good shape for meeting deadlines. The DTR reported significant items from the DDA morning meeting, and the members reported on the day's events.



STATINTL

OTR STAFF MEETING

Thursday, 8 September 1977, 1400

AGENDA

1. OTR-Level Objectives for FY 1978 Mr. Fitzwater

2. The Federal Women's Program Mr. Fitzwater
15 September Meeting in the
Auditorium

3. The Agency-Wide Personnel Mr. Fitzwater
Management Survey and the OTR
Management Advisory Group

4. Chiefs of Station Course

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5. Planning for the OTR Conference

6. OTR Personnel Status and DDA Notice
77-5 on LOI's

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7. Orientation Course for DDO Employees

8. The Orientation Program for New
OTR Employees

9. OTR Pending Actions

10. The Day's Events

ADMINISTRATIVE - INTERNAL USE ONLY

OFFICE OF TRAINING ACTIVITY LIST

PREPARED - 8 SEPTEMBER 1977

| | | | | |
|-----------|------------|---|------|----------|
| 1 Aug 77 | C-REP | Respond to DTR re SEMP | DONE | |
| 8 Aug 77 | C-PB | Initiate PRA Action | DONE | |
| 19 Aug 77 | C-FTD | Instruction on Ops Funds & Rep Allowances | DONE | |
| | C-II | " " " | DONE | |
| | C-OTD | " " " | DONE | |
| 29 Aug 77 | C-PPG | Submit FY 78 MBO Objectives to DDA | DONE | |
| 1 Sep 77 | EA | Reply to DIS re [REDACTED] | DONE | STATINTL |
| 12 Sep 77 | C-LLC | Prepare Response on [REDACTED] Case | | STATINTL |
| 15 Sep 77 | C-PPG | OTR Course Catalog Control List Due | | |
| 16 Sep 77 | [REDACTED] | Prepare Response to Audit Staff re Action Taken on Audit Report | | |
| 20 Sep 77 | EA | FOIA Guidelines | | |
| 21 Oct 77 | C-TSS | Redesign and Publish OTR Catalog of Courses | | |
| 15 Nov 77 | C-PPG | OTR Planning Cycle | | |

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